

O. RECORDKEEPING

Documentation must be kept by the LEA to demonstrate compliance with the verification requirements when LEAs are reviewed by State or Federal reviewers including documentation concerning any appeals. LEAs must maintain a description of their verification efforts. The description must include a summary of the verification efforts including the selection process, the total number of applications on file on October 1, and the percentage or number of applications that are/will be verified by November 15. The LEA must also be able to demonstrate compliance with the confirmation review requirement and provision of a no-cost telephone number for assistance in the verification process.

INDIVIDUAL APPLICATIONS

For each application, the LEA must keep records of the source of information used to verify the application such as wage stubs or names and titles of collateral contacts. The LEA must retain:

- Copies of all relevant correspondence between the households selected for verification and the LEA;
- One of the following for all documentation used to verify eligibility:
 - All documents submitted by the household or reproductions of those documents; or
- In cases where the actual documents or photocopies cannot be kept, the verifying official must make a written record of the documents submitted by the household including the type of document, e.g., wage stubs or a letter from an employer, income shown on the document, time period of the income, the date of the document, and any changes in eligibility as a result of verification procedures, the reasons for the changes, and the date the change was made. Documentation for any change in eligibility as a result of verification must include:
 - The reason for the change ;
 - The date the household was notified;
 - The date it became effective, if necessary; and
 - If applicable, records of follow-up attempts and results for termination for non-response.
- Title and signature of the verifying official; and
- Criteria for replacing applications for verification.

When verification information is needed for administrative review purposes, the LEA must be able to provide this information for each school selected for review.